

MCTime FAQ - Terminated, Transferred, Retired Employees

For the managers FAQ list

Question:

An employee still shows up in my list as a Direct Report, but the employee **Transferred**, **Retired** or **Terminated**. What should I do?

Answer:

If an employee within your Direct Report view ***Transfers*** to another department, ***Retires*** from the County or ***Terminates*** from the County, the employee will remain in your view until the department has processed the employee in Oracle ERP and the Office of Human Resources has approved the transaction – this may take 4-6 weeks after the last pay period the employee worked.

As a manager of a retired or terminated employee, you will need to continue to zero out or delete the hours for that employee and approve the timecard until that employee is officially terminated and no longer in your list of direct reports.

As a manager of a transferred employee, you will need to make sure that your department has processed the employee's transfer in Oracle ERP. OHR will then approve the transfer in Oracle ERP and the employee should then transfer to the new department. By the 1st Thursday of the new pay period the employee should be in MCTime in their new department. If they are not, please contact your Departmental HR Liaison to follow up on the status of the transfer within Oracle ERP.

NOTE: If the employee is transferring to a newly created position or a position that is still occupied by another employee – OMB may become involved in the transfer and have to also approve the transfer in Oracle ERP; this could mean that the two departments may have to coordinate their efforts in reviewing and approving the employee's timecard.